



**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
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IN REPLY  
REFER TO DESC-CPB

NOV 22 2000

CONTRACTING INSTRUCTION (CI): 00-18  
MEMORANDUM FOR CI Distribution

SUBJECT: Procedures for Acquisition Corps Membership Application

This CI is being issued to provide information about obtaining membership in the Acquisition Corps for those currently serving in GS/GM-13 level positions or higher. DLA Personnel Offices handles the Acquisition Corps applications, and the Program Manager for the Acquisition Corps is located at the DLA Human Resources Office in Columbus, OH (DLA-HROC). The DLA-HROC has responsibility for the review and evaluation of the application for membership in the Acquisition Corps.

General information about the Acquisition Corps requirements is available at the web site:

<http://www.hroc.dla.mil/wfd/acqcorp/acqcorp.htm>

The web site provides an Excel spread sheet listing everyone granted membership in the Acquisition Corps. Also available through the website are the forms that are to be used for submitting an application for membership. There are three forms to be used: Request for Membership in the Defense Acquisition Corps, Application for Defense Acquisition Corps Form Page 1, and Page 2. These are the only forms that should be used. When the forms are completed they are submitted to the local on-site Personnel Office to Ms. Patricia Phillips, J-19, Room 1227 for forwarding to the DLA-HROC.

The Application is processed by the DLA-HROC and if acceptable it is forwarded to HQ DLA for review before it is sent to OSD for issuance of the certificate.

A copy of each certificate shall be forwarded to the Procurement Oversight Branch of the Procurement Planning and Oversight Division, DESC-CPB, in order to maintain a centralized DESC registry. Each CBU should also keep a listing of Acquisition Corps members to assist in periodic statistical validation.

This CI is effective immediately upon issuance. Point of contact is Mr. James T. Reilly, DESC-CPB at 767-7629.

SHARON L. MURPHY  
DESC Center Senior Procurement Official

